



## **E911 BELOW-THE-LINE FUNDS DISTRIBUTION POLICY**

**Cancels:**  
None

**See Also:**  
WAC 118-66-050  
Military Department Strategic Plan  
E911 Strategic Plan

### **E911 BELOW-THE-LINE FUNDS DISTRIBUTION POLICY**

This policy applies to counties spending all local Enhanced 911 (E911) funds on E911 eligible items per WAC 118-66-050, including call taker salaries.

#### **1. Background and Analysis**

- a. Even though funds may be unexpended through county operation contracts, WAC eligible expenses still exist in the E911 Program.
- b. Some Strategic Plan items may be unfunded to ensure adequate funding for county operation contracts.
- c. The State E911 Office places caps on certain eligible items in the county operation contract to ensure funding is available for eligible expenses. However, the counties may incur expenses greater than the caps allow.
- d. Current WAC allows funding of statewide service agreements and financial assistance to Washington State counties in the form of statewide dialing, basic service, and capital items.
- e. The Strategic Plan identifies priorities for the support of a statewide E911 system such as E911 network enhancements. Within a biennium, at the end of the first fiscal year, the State E911 Program may allocate remaining funds to projects, identified in the Strategic Plan that will be completed during the second fiscal year of the biennium.
- f. At the end of each fiscal year, the State E911 Office may distribute unused operational contract funds that were allocated for that fiscal year.
- g. At the end of a biennium, remaining unexpended funds from Strategic Plan, county operational contracts and State Office expenses not specifically allocated for any dedicated projects in the next biennium may be distributed to the counties.

#### **2. Decision**

- a. The State E911 office will project ending wireline and wireless fund balances based on notification of de-obligated funds from existing county contracts. Remaining projected funds at the end of each fiscal year within the County Operations allocation shall be expended within the eligible items per WAC 118-66-050 and as provided for in the current Strategic Plan. That priority order is:
  - 1) Priority 1 – Remaining eligible but unfunded elements of the County Operation Contracts
    - a. If the operations contracts were only partially funded, then the remaining county requests will be funded for current operation contracts.
    - b. Counties that were initially unfunded during the application stage shall be reconsidered.

- 2) Priority 2 – Statewide Projects or Agreements
  - a. Should there be any pending Statewide Projects or projects planned for the next fiscal year then funds will either be expended on or reserved for these projects. Remaining funds may also be allocated to projects in a future biennium.
- 3) Priority 3 – Carrier Cost Recovery/Additional County Operating Assistance
  - a. Remaining funds may be distributed to eligible counties and to wireless carriers for cost recovery per RCW 38.52.540 in the following format:  
**Wireless Carrier Cost Recovery:** Up to 50 percent of the remaining Wireless revenue may be allocated to wireless carrier cost recovery. Wireless carriers may be eligible for a portion of their documented costs to provide Phase I and Phase II services within Washington State.  
**Additional County Assistance:**  
The State E911 Office may distribute all remaining funds back to the counties by lifting the salary cap on call receivers. The counties will be required to provide their total call receiver costs (salary and benefits, excluding L&I) based on the current wireline/wireless percentage split. For purpose of this policy, call receiver is defined as documented time for a person, sitting at a console, hired, trained, and prepared to answer 911 calls as a primary duty. It can include part time, casual, or temporary employees who are specifically hired for call taking duties. Employees whose primary function is something other than call taking, but fill in on a relief or random basis, are not eligible under this policy.
  - b. Counties that do not have operations contracts:  
Counties will supply documentation of total local revenue collected and revenue expended on WAC-eligible items. Any unspent local revenue amount will be deducted from the below-the-line funding.
  - c. Contract counties:  
Counties will provide a mid-year estimate of projected funding requirements no later than January 31 of the current contract period. The State E911 Office will use these projected requirements to determine which counties need contract amendments and if funds may be available to do below-the-line-funding. If the State E911 Office determines funds are available to do below-the-line-funding, the maximum amount possible for below-the-line-funding will be added to each county contract. During the final payment review process, the State E911 Office will determine remaining contract balance, less the below-the-line funding. If the remaining balance exceeds 10 percent of the contract amount, the dollar amount over 10 percent will be deducted from the below-the-line funding amount. In addition, unspent local revenue will be deducted from the below-the-line funding amount.

### 3. Mid Year Review (Deobligation)

- a. By January 31 of the current contract period counties shall have reviewed their contract and submitted to the State Office any adjustments to their contract that will de-obligate funds from that contract. The State Office shall then prepare an amendment to the county contract covering the remainder of the contract period.
- b. Unspent contract funds above 10 percent of the original overall wireless and/or wireline projected contract amount shall have below-the-line funding restriction apply dollar for dollar equal to the amount over 10 percent remaining in the wireline and/or wireless contract at the end of the contract period.

- c. Requests for an exception to the deobligation rules will be reviewed by the State Office, but will be granted only in very exceptional situations.

**Example**

A county has a contract for \$120,000. In the January mid-year review, they determine only \$100,000 is needed for the year and ask for \$20,000 to be deobligated. The State E911 Office determines the maximum below-the-line-funding possible is \$30,000 per county. The State E911 Office would then do an amendment to the county's contract to raise the maximum funding amount to \$130,000. The amendment will note a reduction of \$20,000 in operating costs and an addition of up to \$30,000 for below-the-line-funding. At year-end, the county actually spends \$88,000. Because the county had determined they needed \$100,000 for operating costs, there is \$12,000 in operating costs remaining unspent. The 10 percent allowance for \$100,000 would be \$10,000. The below-the-line funding penalty would be equal to the unspent remainder minus the 10 percent allowance, in this case, \$12,000 - \$10,000 = \$2,000. If the county is eligible to receive an additional \$30,000 in below-the-line funding, the amount would be reduced by \$2,000, resulting in the county receiving only an additional \$28,000.

\$ 120,000 original contract  
- 20,000 mid-year review (deobligation leaves \$100,000 for operations costs)  
+ 30,000 maximum below-the-line-funding  
\$ 130,000 amended contract

\$ 100,000 operations costs projected  
- 88,000 operations costs spent by year-end  
12,000 remaining balance (unspent operations funds)  
- 10,000 10 percent allowance on \$100,000 operations costs projected  
\$ 2,000 penalty

\$ 30,000 below-the-line-funding authorized to county  
- 2,000 penalty  
\$ 28,000 below-the-line-funding available to county

Approved by:

  
Robert Oenning, State 911 Administrator

Distribution:

Hard copy: Counties with FY05 contract files, E911 Administrator, all E911 State Staff  
Electronic: All E911 County Coordinators, EMD E911 Webpage